

REGISTRATION OF A DOCTORAL DISSERTATION TOPIC – academic year 2023/2024

Dear Sir / Madam,

a doctoral student who wishes to obtain a doctorate of science is required to submit a doctoral dissertation topic application **before December 21** of his/her second year of study. The student submits this application to the Administrative Office for Doctoral Study.

The registering a doctoral dissertation proposal is carried through the [student information system \(VIS\)](#) by entering **username** and **password**.

When they are logged in, they have to choose (on the left side of the menu) “**PRIJAVA DISPOZICIJE**”/“**THEME APPLICATION**”.

Student must put in VIS the required information and print it:

1. **registration form** – *Theme application for a doctoral dissertation*, signed by the student and mentor (comentor). Mentor (comentor) also fill the required information about **SICRIS points: points Z and points A ½**.

Already registered external elective course automatically appears in the form.

The doctoral dissertation topic application must include the following documents:

- 3 to 5 scientific references of the supervisor (and potential co-supervisor) in the field of the theme of the doctoral dissertation;
- the student's CV, with emphasis on her activities in the academic field;
- the student's bibliography (list of published academic, professional, project and other papers);
- a doctoral dissertation proposal, defined in Article 53 of *Rules and Regulations on the third cycle study programme**

*** Structure, Content, Scope, and Language of the Disposition of the Doctoral Dissertation:**

The doctoral dissertation proposal must be written and set out in accordance with the rules that apply to the structure of academic papers at the appropriate FA department and comprise 3 to 7 printed pages in A4 format (without sources and table of contents). The proposal must contain page numbers.

The doctoral dissertation proposal must include:

- **The suggested title of the doctoral dissertation** (in Slovene and English or other language in case student is studying foreign languages and literature).

The title of the Doctoral Dissertation:

- expresses the topic in a precise, concise and terminologically correct manner,
- the recommended length is a maximum of ten words,
- is grammatically correct,

- does not include abbreviations,
- is not formulated as a sentence or a question,
- we recommend avoiding metaphorical or quoted titles,
- does not include quotation marks in order to indicate a special meaning,
- is not written with capital letters,
- if a subtitle is required, it should be separated from the title by a colon and begin with a capital letter (**University of Ljubljana recommends to avoid it**),
- the subtitle should not repeat the terms in the title.

English title:

1. The doctoral candidate is required to provide an English translation of the dissertation title. The mentor and the members of the Commission for the Evaluation of the suitability of the topic vouch for the credibility of the translation through their signatures.

2 The English translation of the dissertation title must correspond to the Slovene title in meaning.

3 The rules on writing dissertation titles in English are summarised according to The Chicago Manual of Style, 16th edition (<http://www.chicagomanualofstyle.org/16/contents.html>):

- The title segment, which also applies to unpublished doctoral dissertations, is capitalised in English ("headline style");
- The first and the last word of the title or subtitle are always capitalised, regardless of the word class (e.g. A River Runs Through It; Generating Alternative Worlds: The Indigenous Protest Poetry of Romaine Moreton);
- Additionally, all of the following word classes are capitalised: nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions;
- The articles "the," "a," and "an" (e.g. Mammals of the Asian Steppes), are not capitalised, unless they are the first word of a title or subtitle (e.g. The Human Being);
- Prepositions are also not capitalised (e.g. Catalogue of Watermarks in Italian Printed Maps), unless they represent the first or last word of a title or subtitle (e.g. On the Concept of Popular Culture), or are a part of a Latin expression (e.g. *De Facto*; *In Vitro*);
- The conjunctives "and," "but," "for," "or," and "nor," and the words "to" and "as" are not capitalised, unless they represent the first or last word of a title or subtitle.

- **The academic field of the topic of the doctoral dissertation.**
- **Definition of the research, which includes:**
 - overview of the narrower academic field and overview of current research in the doctoral dissertation theme field and the purpose of the research,
 - clearly presented hypotheses and research questions or objectives with a short explanation,
 - research concept and description of research methods,
 - definition of the expected results and original contribution to research,
 - list of relevant literature from the field of doctoral dissertation.
- **A draft of the [research data management plan](#) in accordance with Article 71 of Rules and Regulations on the third cycle study programmes (not valid for generations, enrolled before 2021/2022 academic year).**
*It is obligatory to use the **form**, given in the link above.*

Information about writing the dissertation in foreign language:

Article 65 of *Rules and Regulations on the third cycle study programmes of Faculty of Arts:*

»In the case of studies carried out in a foreign language or when justifiable reasons are given (foreign student, foreign supervisor, co-supervisor or CMDS member), or if the doctoral dissertation is composed of research articles published in English, they may, exceptionally, be written in English. If the student is studying a foreign language and literature, doctoral dissertations may be written in another foreign language.«

»If a doctoral dissertation is written in a foreign language, the student is still obliged to write an extensive summary in Slovene (10% of the whole text), using appropriate Slovene academic terminology in the academic field of the doctoral dissertation.«

Article 53:

»If a student has submitted an application for writing a doctoral dissertation in a foreign language when applying for the doctoral dissertation proposal, the proposal must be written in the desired foreign language and translated into Slovene.«

Article 36 of *Rules and Regulations on the third cycle study programmes of University of Ljubljana:*

»If the doctoral student is a foreigner, the proposal and curriculum vitae can only be written in English.«

The entire documentation must be sent by e-mail to the Office for Doctoral Programmes:

doktorski.studij@ff.uni-lj.si